

Management Information and Research System

202.1 PURPOSE AND SCOPE

This policy establishes guidelines for the control and access of confidential records by staff, contractors and volunteers.

202.2 GENERAL

The Facility Manager will be responsible to insure the operation and maintenance of computerized information system. The system is intended to provide a variety of services including report generation for management review.

List of Uses:

- Data stored and retrieved
- Booking information and update capability

Daily inmate report generation as follows:

- Court list
- Booking log
- Inmates due for release
- Inmate housing assignments

Resume of inmate population including:

- Male
- Female
- Felony
- Misdemeanor
- Sentenced
- Un-sentenced

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- Total population
- Property box list
- Active inmate list (ALPHA List)

202.3 RESEARCH

202.3.1 GENERAL

All requests by a researcher seeking access to the facility, its staff, inmates, or information systems must be submitted to the Facility Manager for approval prior to initiating any project. The research projects will be reviewed by the Facility Manager to assure that such projects are consistent with department policy and facility rules and regulations. All research projects will be consistent with State and Federal guidelines and professional and scientific ethics to include confidentiality of identification of the inmate.

202.3.2 IMPLEMENTATION

Inmates have the right to refuse to participate in such projects. Inmates who volunteer to participate in non-medical, non-pharmaceutical, and non-cosmetic research programs will signify authorization by means of a signed agreement. All researchers will be informed of limits of their access to facility, inmates, and staff. Researchers will be informed of applicable security regulations and the rules of conduct in their exchanges with inmates and staff. All researchers will at all times, be properly identified by means of an identification tag and cleared in advance before entering into any portion of the facility. Prior to publication or dissemination, the completed project will be submitted to the Facility Manager for review and comment. A copy of the completed project will be placed on file in the facility as a permanent record.

202.4 RAP SHEETS

Rap sheets are considered confidential and classified. The security of these sheets and of the information therein, shall be the responsibility of all personnel. Unauthorized use of rap sheet information is a misdemeanor offense. (Sections 6200, 6201, 11105, 11152, 13303 PC, Government Code Section 19251, 11140-11144 and Section 8 of the Department of Justice Incompatibility Code)

202.5 CLETS MACHINE

No employee shall use the California Law Enforcement Telecommunication System (CLETS) for personal use. Rap sheets are to be routinely run for jail purposes on in-custody inmates only. The Watch Commander or higher authority must authorize the running of rap sheets on any person who is not in custody at this facility. In all such cases, a jail incident report shall be prepared.

Requests for a rap sheet by an outside agency are not processed by this facility. Such requests may be referred to Records, when necessary. The duplication of a rap sheet for any agency or officer shall be approved in advance by the Watch Commander. All such duplications are to be clearly and appropriately stamped as controlled documents on the front and back. All rap sheets run for this facility are to be made a part of the inmate's permanent file and retained. These rap

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sheets shall be forwarded to Records with a copy of the booking sheet once an inmate has been released.

202.6 HOMICIDE TRIAL REIMBURSEMENT

The Sheriff's Office is reimbursed by the Department of Justice for time spent investigating homicides. This includes time spent in court testifying. The Custody Division has been involved numerous times in which staff has been called to give testimony. If you find yourself having to testify or work in relation to a homicide case, please provide the information to the Statistician Officer. The information provided to the Statistician Officer should contain the following:

- Reason
- Officer's Name
- Defendant's Name
- Agency Case Number (if known)
- Date(s) of Testimony or Work Provided
- Hours Worked both Regular and Overtime